

# Support Blacks in Government and U.S. Diplomacy



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| Project Title           | Support Blacks in Government and U.S. Diplomacy  |
| Project Summary         | Have a passion for Website Maintenance and Design and Interface. The Carl T. Rowan Chapter of Blacks in Government (BIG) could be looking for you. Help us increase and broaden our reach with a well running and functioning Website. |
| Country                 | United States  |
| Country/Region of Focus | United States  |

## Project Description

Our Website ([www.BIGCTR.org](http://www.BIGCTR.org)) is often the first introduction for many of our prospective members. Proper interface and functionality is critical. Help us attract more members, enhance and maintain the functionality of our Website by uploading dynamic videos and content.

We are looking for Website Maintenance interns to help us in the following areas:

Update the BICTR site on a regular basis with articles, photos and videos.

Conduct an audit of the site to highlight issues, bugs, recommend fixes.

Interact with hosting provider and BIG Executive Committee leadership to fix and problems

Recommend and perform site updates to improve layout, interface and functionality.

Attend monthly meetings and special meetings remotely.

## Required Skills or Interests

Skill(s)

Coding

Cultural diplomacy

Design thinking

Editing and proofreading

Website design

## **Additional Information**

Blacks in Government Carl T. Rowan Chapter (BIGCTR) functions as a nonprofit, employee support, advocacy and resource Employee Affinity Group (EAG) at the Department of State in Washington, DC. The organization is open to all employees and contractor staff working at the Department. Our goal is to promote the well-being of all government employees on issues of Equity, Excellence, and Opportunity in the workplace through Advocacy, Education and Training.

## **Language Requirements**

*None*